

The City of San Diego's Municipal Government Fellowship Program

The City of San Diego Municipal Government Fellowship Program will provide an opportunity for high potential students from diverse backgrounds to promote their academic and professional credentials through a sponsored program of graduate studies and hands-on management experience. Fellows receive challenging and meaningful job duties that provide insight into the scope and breadth of municipal government.

FELLOWSHIP OFFER

- A graduate fellowship combining an academic program and municipal management experience.
- Based on the student's enrollment status upon entry to the Fellowship Program, the following options are available to qualified graduate students:

<u>Current Enrollment Status</u>	<u>Fellowship Offer</u>
First Year	3 year Fellowship
Second Year	1 to 2 year Fellowship

*First-year graduate fellows are required to maintain sufficient units and progress to complete their degree in three years.
Second-year graduate fellows are required to maintain sufficient units and progress to complete their degree in two years.

- Receive a scholarship of up to \$2,565 per year, per fellow.
- A Fellow is a half-time (20 hrs/week) unclassified Program Coordinator assigned to assist a mid-to top-level manager.
- Receive an annual salary of \$17,436/year
- Receive a cafeteria-style benefits package, currently valued at \$3,975/year and a Management Benefit Plan currently valued at \$1,250.
- The student will rotate through various departments based on an appropriate fit between current City Department needs and the student's professional development needs.

REQUIREMENTS

- Enrolled in a graduate program and majoring in Public Administration, Psychology, Business, Sociology, or other related fields.
- Fellows must be willing to serve at least two years with the City, after the completion of the fellowship. Fellows are encouraged to apply for job lists throughout the program. *Failure to complete this commitment would result in forfeiture of tuition scholarship.*

TO APPLY

Complete “The City of San Diego Municipal Government Fellowship Application” along with all supporting materials. Submit all documents by **May 17, 2004** to:

City of San Diego
Attn: Susan Curtin, Career Development Program Manager
1250 6th Avenue, Suite 150
San Diego, CA 92101

Please call Robin Tappey, Career Development Specialist at (619) 685-1477, if you have any questions.

C H E C K L I S T

Remember to put your name on all documentation, *except the General Information form*.

- ☐ Identifying Information
- ☐ Resume
- ☐ 3 Letters of Recommendation (professor, employer, etc. - no relatives please)
- ☐ Transcripts (one copy) from each academic program attended (Official Transcripts won't be necessary at this time.)
- ☐ Statement of professional training needs & objectives
- ☐ Description of professional strengths and weaknesses
- ☐ Statement of professional interests/goals
- ☐ Statement of reasons for applying to /interest in The City of San Diego Municipal Government Fellowship Program
- ☐ List of relevant course work
- ☐ Employment History
- ☐ Autobiographical statement

The City of San Diego
Municipal Government Fellowship
Application

Identifying Information
Please Type or Print Clearly

Date _____ Social Security # _____

Name _____ Home Phone _____
Address: _____ Work Phone _____
City _____ State ____ Zip Code _____

College/University _____ Year Level _____
Academic Program _____ Degree Sought _____

Preferred Fellowship Starting Time:
Summer 200__ Fall 200__ other (please note) _____

I declare that the information I have provided in this application is accurate. I understand that if any doubt arises, I may be disqualified.

Applicant Signature

Application Essays

Either type your responses or print clearly on the form provided below. All forms can be recreated on personal computers.

1. What are your Professional Training Needs & Objectives?

2. Describe your Personal & Professional Strengths & Weaknesses

3. Describe your Professional Interests & Goals.

4. Why are you applying for/interested in The City of San Diego Municipal Government Fellowship Program?

5. What is your educational history?**Undergraduate**

School/College: _____

Major: _____

GPA: _____

Year of Graduation: _____

Graduate

College/University: _____

Major: _____

GPA: _____

Year of Graduation: _____

Topic of the dissertation/thesis (if applicable): __________
_____**6. List any course work you have completed that is especially relevant for this job.**

Employment History

Please list your past 3 jobs / positions, beginning with your last one. You may include internships, volunteer positions, and other experiences.

(If you are a current employee, or past employee of the City of San Diego please list the department you work for.)

Job/Position: _____

Employer: _____

Employment Dates From: _____ To: _____

Briefly describe your tasks and duties:

Job/Position: _____

Employer: _____

Employment Dates From: _____ To: _____

Briefly describe your tasks and duties:

Job/Position: _____

Employer: _____

Employment Dates From: _____ To: _____

Briefly describe your tasks and duties:

Autobiographical Statement

Prepare an Autobiographical Statement, including your work background and career path (this statement should be limited to two pages, single-spaced).

Please, describe the applicant's ability to work in teams, his/her communication skills, ability to work in a diverse organization, and any other aspects in which you believe will enable the applicant for this fellowship (attach additional pages if necessary).